

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Purchase of Personal Items with Purchase Card

1. In June 2000, we established a US Army Operations Support Command policy to require ADVANCE approval for personal type items purchased for the work place. This memorandum reiterates and updates that policy.
2. A partial listing of items considered personal is:
 - (a) Coffee Makers
 - (b) Refrigerators
 - (c) Microwaves
 - (d) Blenders
 - (e) Toaster Ovens
 - (f) Ranges/Stoves
 - (g) Personal Heaters
3. The items listed above are normally personal in nature. The general rule is that appropriated funds are not available for such personal expenses. There are limited exceptions to this general rule. For example, if it can be established the purchase of a particular item primarily benefits the Government and not the individual employee. When an individual uses appropriated funds to purchase this type of item and the particular purchases does not fall within one of the limited exceptions, it is DoD policy that certifying officers and other officials involved in authorizing such erroneous payments be held financially liable.
4. Consequently, before initiating an expenditure on the above listed items or similar type items you are required to get the approval/concurrence of Headquarters, Resource Management Office, AMSOS-RMF. IF IN DOUBT, ASK FIRST.

AMSOS-CC

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5. The AMSOS-RMF POC is Mr. Rex Nichols, DSN 793-2079, email: nicholsr@osc.army.mil. The form required for completion is OSC 715-6, located below:

<http://www.osc.army.mil/im/rcdsmgt/forms/osc715-6.doc>.

6. Adherence to this policy is required for the protection of the cardholders and approving officials who use the purchase card program.

7. The POC for this action is Ms. Janice Bryson, AMSOS-CCA-P, extension 24060, facsimile number 24354, electronic mail brysonj@osc.army.mil.

/s/ 11/1/02
WILLIAM E. TURNIS
Principal Assistant
Responsible for Contracting

PERSONAL ITEM PURCHASE REQUEST

ITEM DESCRIPTION:

ESTIMATED COST:

APPROVAL IS REQUIRED FOR FOLLOWING REASONS:

1. Item is required for remote location as follows:
2. Number of employees that item will service:
3. Proposed location of item:
4. Nearest cafeteria on post or within driving distance:
5. Mobile Canteen Services are available: ☐ Yes ☐ No
6. Other factors to consider (Does any other organization provide these services or items?) For example, on some installations MWR provides microwaves.

SIGNED BY: _____

(typed name/office symbol/DSN phone)